

The Start Button **(Windows 2000)**



The Start Button is the first button on the toolbar (looking left to right), normally located in the lower left hand corner of your display. It can be located in the upper left hand corner or upper right hand corner, if the toolbar is relocated on your screen.

Clicking on the Start button opens up the Start menu. This Start menu give you access to all the feature and programs that are on your computer.

Lets look at what this menu provides.

The Windows 2000 version is based off the original Windows 95 Start menu, and is broken off into three sections. Going from bottom to top, the first section is just the Shut Down... option.

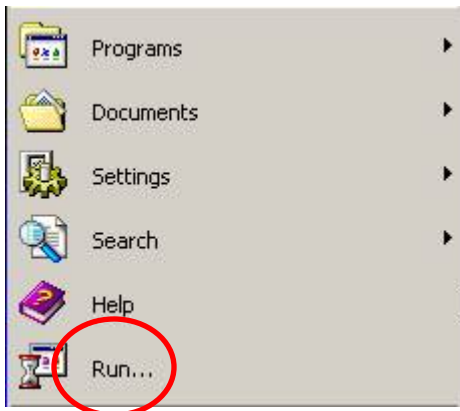


Shut Down: This gives you the option to either...

- Shut Down the computer
 - Closes all applications and turns off the computer
- Restart the computer
 - Closes all applications, turns off the computer, then immediately restarts the computer
- Log off the current user
 - Logs out the current user and takes you back to the sign in screen
- Optional items in this menu are:
 - Standby
 - Laptop use only
 - Hibernate
 - Laptop use only

Those options are self-explanatory. The Standby and Hibernate features I do want to touch on, because there is a great deal of confusion for these. Standby and Hibernate are power saving features designed to save the battery life of laptop or portable computer. Both functions save the information that is on the screen, and then power down components within the laptop to save battery life. The only real difference between the two functions is where the information is being saved, and what is powered down.

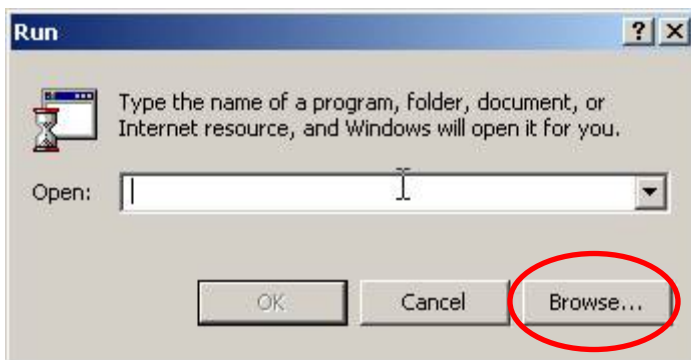
Standby & Hibernate are NOT for PC use! More on this in a later lesson.



This is the most widely used section of the Start Menu. From here, you can Start programs; Get help; Search for files; Configure your operating system and quickly access your documents.

We'll go through these options to get you more familiar with them.

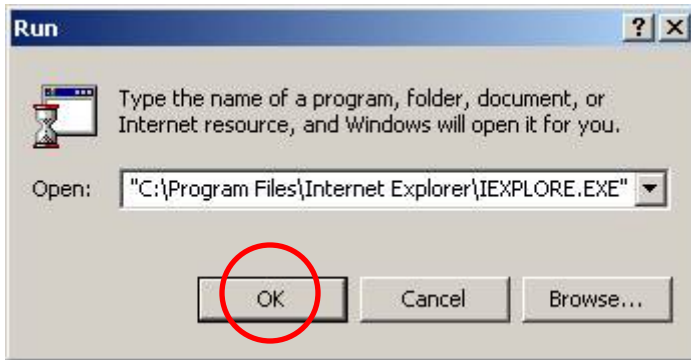
Lets start with the Run... option.



Clicking on the Run... option brings up a dialog box that lets you open or "Run" a program, a file, a web site, etc.

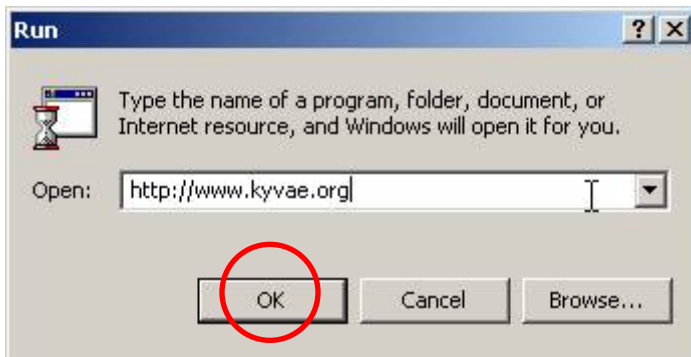
You can click on the browse button to search for the file that you want to Run:





Alternatively, you can type in the program name and location, and then click on the “OK” button.

If we type in a web address:

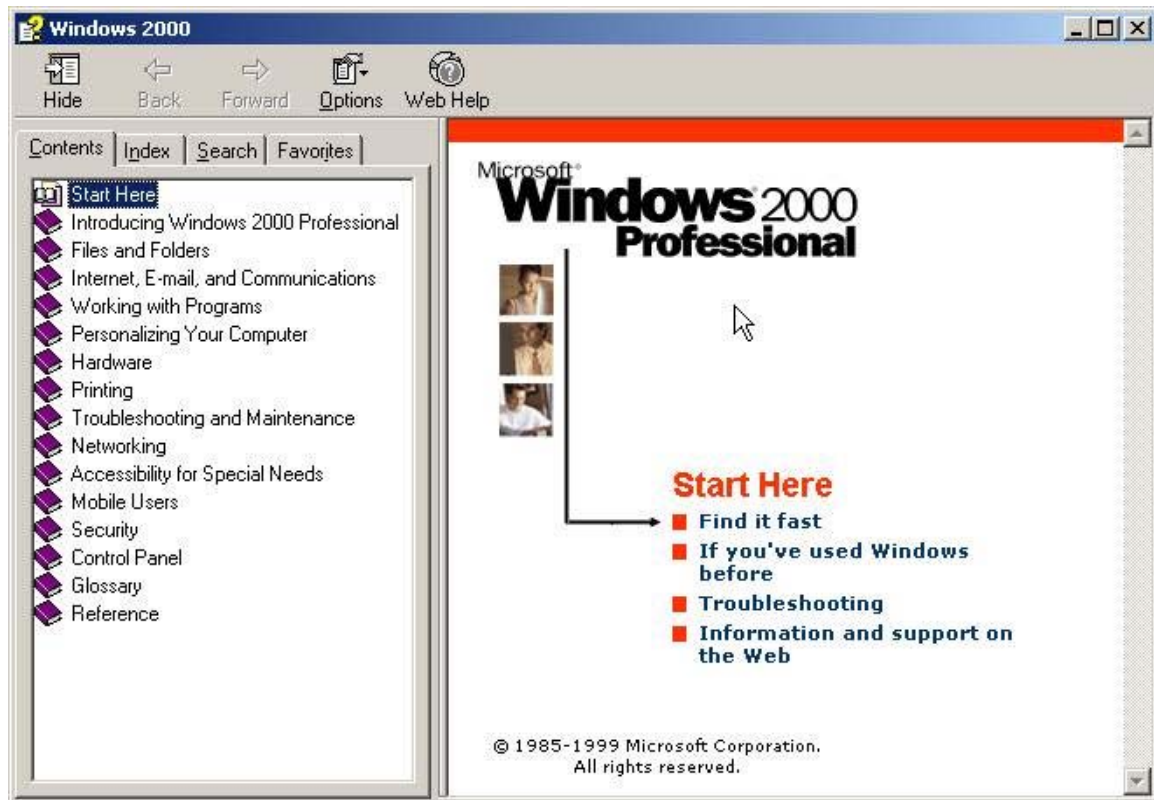


Be sure that you put the [HTTP://](http://www.kyvae.org) at the beginning. Clicking on the “OK” button will launch Internet Explorer and go directly to the web site that you entered.

The most common use of this option is to open up a Command prompt. This is also known as going to a DOS Prompt. DOS is an acronym for Disk Operating System, and it is what we used prior to the Windows operating system.

Generally, PC Technicians and Networking personnel will be the only ones using the Command prompt.

Help: Clicking on Help from the Start menu, will bring up the Windows Help system.



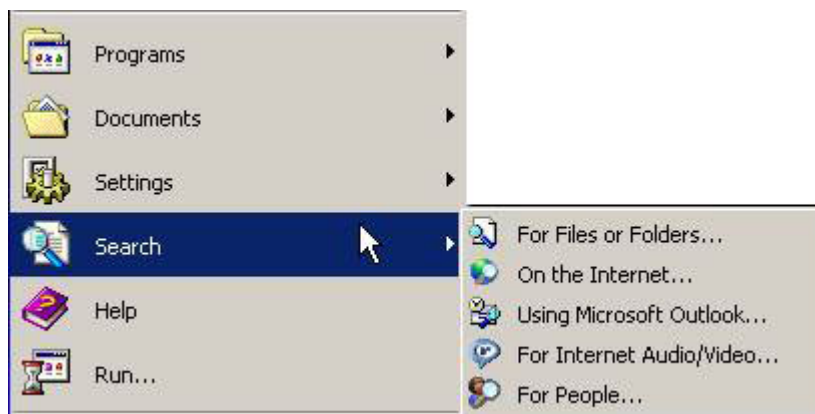
When you are looking for help with any of the Windows functions and configurations, this is where you want to go first.

Answers to your questions; Step-by-step instruction; Quick search features...It's all in there.

The help that you won't find here is help with individual programs, such as Microsoft Word or Adobe Photoshop. All programs of quality come with their own help system, and it is accessed from inside the program itself.

Spend some time in the Windows Help system. You'll be amazed at what you can find.

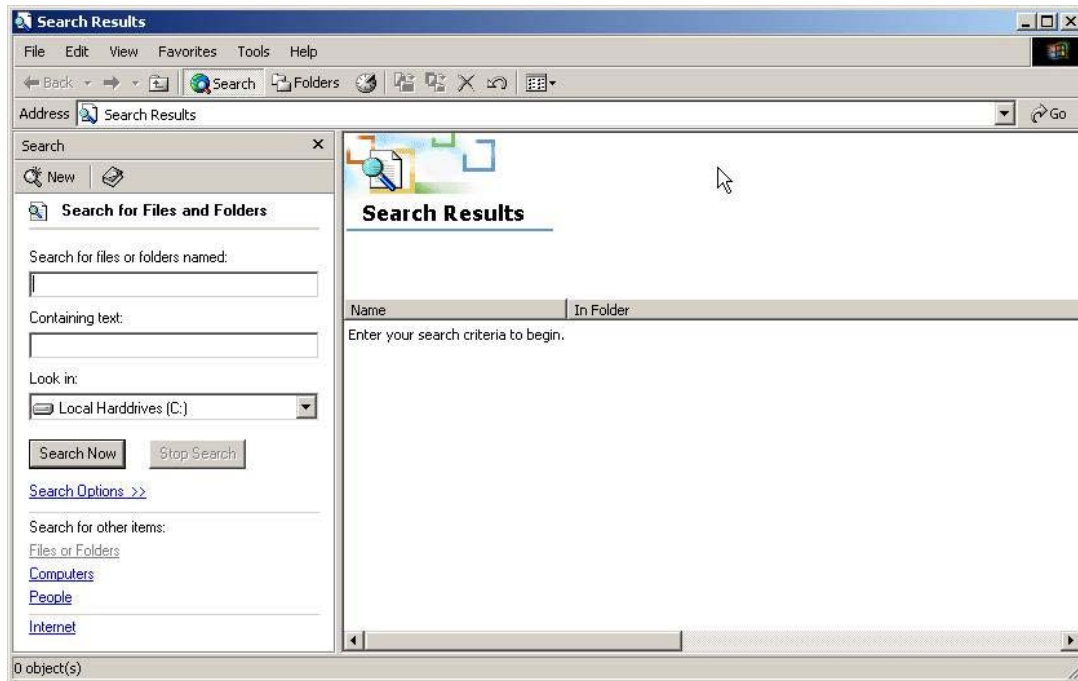
Search:



There are a variety of different search options that you have. The most common option that we will cover here is going to be:

For Files or Folders...

Searching for a specific file on your computer is easy:



In the box for “Search for files or folders named:” you can type in a file name to search for.

In the box for “Containing text:” you can put an additional option to search for, such as a word or phrase.

In the “Look in:” box, you can select exactly where you want to search on your computer.

What if we don’t know the name of the file that we need to search for? Or, maybe we don’t know the complete name of the file. If that’s the case, then we search for the file using wildcards.

Wildcards are character symbols that are used in place of text.

An Asterisk (*) replaces a group of characters
A Question Mark (?) replaces a single character

-=Therefore=-

**.bmp* would indicate that I was looking for any .bmp or bitmap file

Sta????tton.bmp would indicate that I am looking for a .bmp or bitmap file with a name that starts with STA and ends in TTON

*Startbutton.** would indicate that I'm looking for a file called Startbutton, but I don't know the extension (or file type)

Startbutton.?mp would indicate that I'm looking for a file called Startbutton, but I don't know the full extension

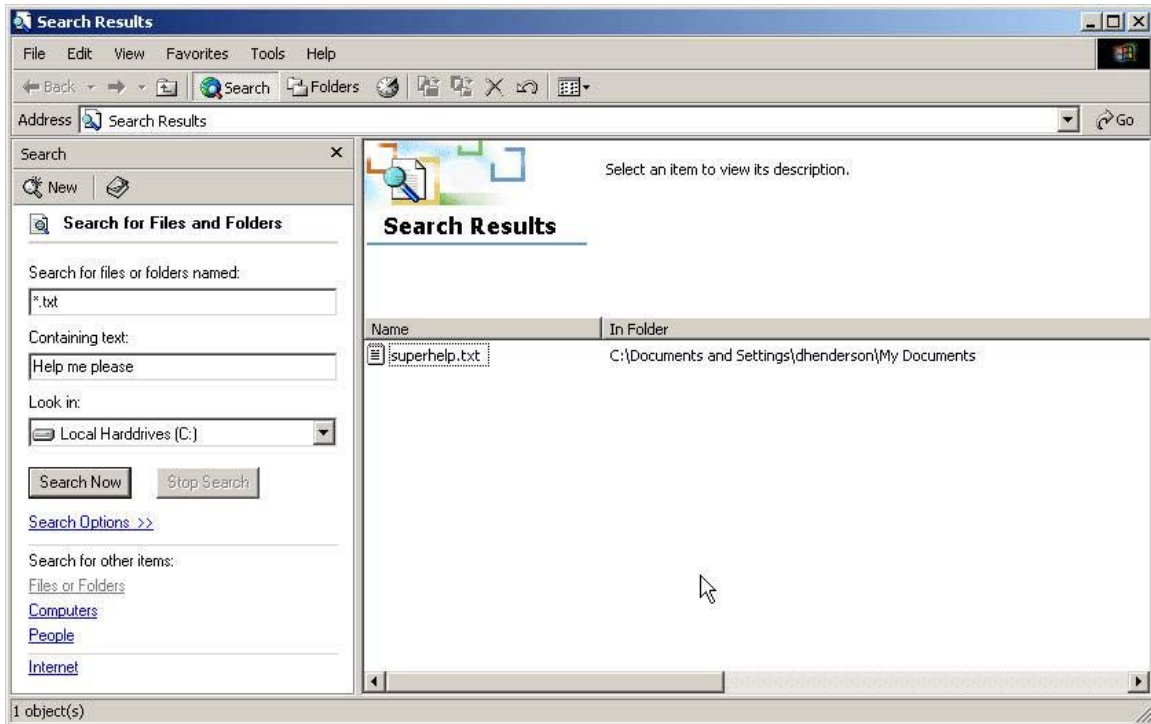
Start.??p* would indicate that I am looking for a filename that begins with Start and that has the last letter in the extension as P.

Wildcard characters can be used in any filename search and is the best way to search for your long lost documents.

Now, lets look at this example:

EXAMPLE: *I remember typing up a text file a couple of weeks ago. I don't remember the name of the file, but I remember that the word "Help me please" was in the text. I also remember that I saved the file somewhere on my C: drive (main hard drive.)*

Now that I know what the situation is in the above example, and I see how to use wildcards, I can conduct a search.



In the “Search for files” box, I typed in “*.txt” because I know it was a text file.

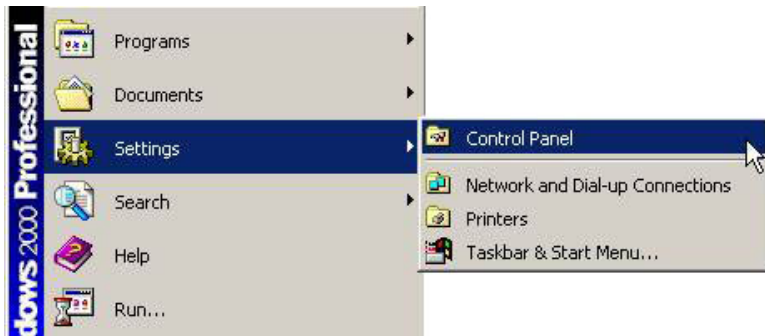
In the “Containing Text:” box, I typed in “help me please” because I remember that phrase in the text file itself.

In the “Look in:” box, I chose Local Hard drives (C:) because I knew it was on the C: drive.

Clicking on the “Search Now” button, every text file on my C: drive will be checked for the text “Help me please”.

The search result gave me the file name of “superhelp.txt” and told me what folder the file was in. If I Double-click on the file name, the file will open.

Settings:



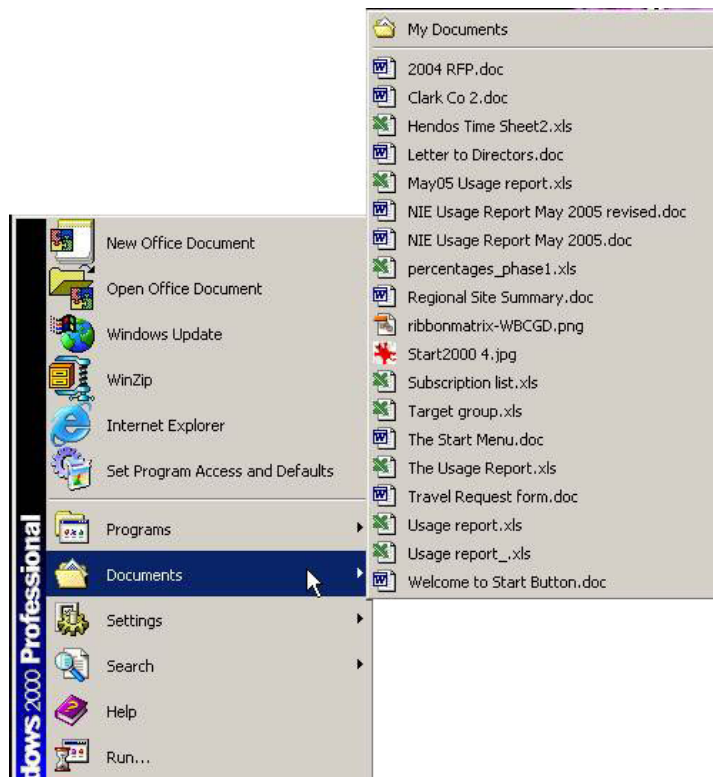
This option gives you access to other features that help you configure your computer options via the “Control Panel”. You can access your printer configuration and see what items are sitting in the Print Queue; access your network or dial-up connections; and various other options.

The “Control Panel” is used to manage the hardware and software on your machine. We will cover the “Control Panel” in a separate lesson.

Documents:

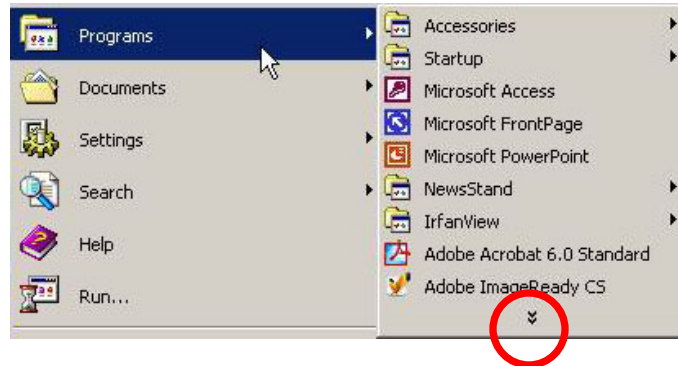
This option gives you quick access to all of your recent documents, image files, spreadsheets, etc.

If what you are looking for is not there, then you also have the ability to go straight to your “My Documents” folder, to browse for what you are looking for.



Programs:

Here, you access all the programs that you installed on the machine, as well as the accessory programs that come with Windows.



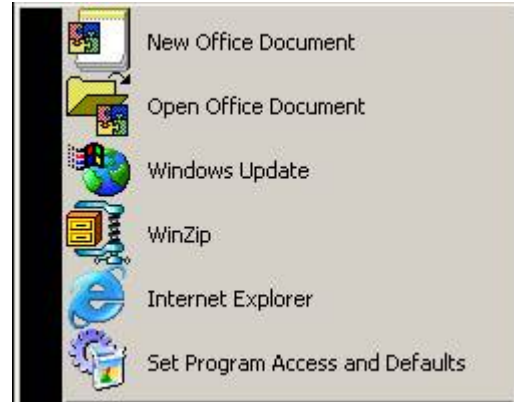
When you install programs on the computer, a link to that program is installed here. If that program has several links to it, it may be put in a folder on this menu. That folder will have a black arrow off to the right side to indicate that there are more links or options for you.

Depending on how you have your computer configured, not all of your installed programs may be displayed here. In this case, the bottom of the programs menu will have a double arrow that you can click on, to expand the menu.



That concludes the second section of the Start Menu. As you can see, most all functions within the start menu are accessed here.

Section 3:
The top section



This section varies. Microsoft Office places shortcuts in this section to open or create new Office documents. It is also common to see the Windows Update shortcut and a WinZip (if installed) shortcut in here.

There are a number of application software that may put shortcuts in this section.

In this example, I have my shortcut to Internet Explorer located here as well. This is achieved by dragging a shortcut into this section. By doing so, you can place the shortcut of some of your most used program in this section for quick, easy access.

As you can see, accessing all the different aspects of the computer is available through the Start Menu; configuring your computer to launching applications; accessing help to logging off. The Start Menu IS the access point to your computer.